

How to add employee to library?



HDSchool Tutorials

To add employee to library, you need to follow below steps:

1. Run HDSchool.
2. Go to 3rd Page of HDSchool, click on **Library Item**.
3. From **Manage Library Item** window, click on **Manage Members** button.

Book Type	Book Name	Library Name	Book ISBNNumber	Price
Text Book	Marigold book one	Hyper Drive School Library	F26005	65.00
Text Book	Math magic 1	Hyper Drive School Library	F26006	70.00
Text Book	Math magic 2	Hyper Drive School Library	F26011	70.00
Text Book	Marigold book two	Hyper Drive School Library	F26007	65.00
Story	Good Night Moon	Hyper Drive School Library	ST0012	150.00
Text Book	Khel Me Shikho Hindi Bhag 1	Hyper Drive School Library	TX00012	89.00
Text Book	Anubhuti	Hyper Drive School Library	TX000123	67.00
Text Book	Environmental Science	Hyper Drive School Library	TX00001	88.00
Text Book	Rimjhim - 1	Hyper Drive School Library	ET0000121	78.00
Text Book	Rimjhim - 2	Hyper Drive School Library	TY000001	59.00
Story	Ramayana	Hyper Drive School Library	R00012321	130.00
Story	Mahabharatha	Hyper Drive School Library	MH00001211	250.00
Text Book	Social Study	Hyper Drive School	SS000123	75.00

4. From **Manage Library Members** window, click on **Add Employee to Library**.



Manage Library Members

Select Library: Hyper Drive School Library

Show All Active Inactive

Member Name	Member Number	Library Name	Is Active	Membership Date
Tony Lee	HD -RNO00012	Hyper Drive School Library	Yes	03/06/2016 03:30 PM
Ganesh Arya Dutta	HD -RNO00014	Hyper Drive School Library	Yes	03/06/2016 03:30 PM
Akash Kumar Nayyar	Hyp -RNO00003	Hyper Drive School Library	Yes	03/06/2016 03:30 PM
Abhiraj Sinha	Hyp -RNO00005	Hyper Drive School Library	Yes	03/06/2016 03:30 PM

Total Records : 4

5. **Employee Member** window will open; you can select employees to add to library. Click on **Save**.

Employee Member

Name	Code	School Name	Joining Date	Department	Designation Name	Email	Mobile
Anurag Srinayak	E00001	Hyper Drive School	09/12/2014 05:25 PM	Mathematics Department	PRT Maths		
Manutosh Dey	E00003	Hyper Drive School	12/06/2012 05:30 PM	Sports Department	PRT Game		
Sanjay Acharya	E00004	Hyper Drive School	03/08/2000 12:35 PM	Library Department	Librarian		
Sulekha Arya	E00005	Hyper Drive School	01/01/2015 04:06 PM	English Department	PRT English		
Trisha Jha	E00002	Hyper Drive School	02/06/2014 05:28 PM	Science Department	PRT Science		

Total Records : 5

Save Cancel

6. Employees get added into library.